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### Stipulations and Motions to Approve Stipulations

#### Rules to Remember:

- Motions to Approve a Stipulation and Stipulations themselves **MUST** be filed as separate documents. You **must** create two separate PDF files to enter them correctly. (Certificates of Service may always be filed with the Motion as an attachment.)
  - Amended Motions are always linked to the **original motion**.
  - Amended Responses/Objections are always linked to the **original motion**.
1. File the Stipulation first. Select the **Stipulation event** (found in the **Other category**.)
  2. Select all of the parties to the stipulation as the filers.
  3. Browse and select the Motion to Approve a Stipulation with the Certificate of Service. Click **Next** to continue.
  4. A screen will appear Refer to existing events? **Check the box** and click **Next** to continue.
  5. **Link the Stipulation** to the original document or event filed. Do not link it to the response, objection/opposition or hearing. (e.g., Link it to the Motion for Relief from Stay, the Motion to Sell, the Objection to Claim.) and complete your transaction.
  6. Next, file your Motion to Approve the Stipulation and linking it to the previously filed Stipulation.
  7. Certificates of Service may be filed as part of the Motion to Approve or as a separate document linked to both the Stipulation and the Motion to Approve.

#### Motions to Continue Hearing

#### Rules to Remember:

- Link the Motion to Continue Hearing to the original pleading or document which was set for hearing (e.g., Motion to Avoid Lien, Motion for Relief, or the Objection to Claim.)

- **DO NOT** link the Motion to Continue Hearing to the hearing or to an order scheduling or continuing the hearing.
1. Under the Motions/Applications category, select Motion to Continue Hearing and click Next.
  2. Select your client and click Next.
  3. Browse and attach the Motion to Continue Hearing noting that the Certificate of Service may be part of the same PDF as the Motion or may be filed as an attachment during this step.
  4. A screen will appear asking “Refer to Existing Event(s)?” Check the box and click Next to continue.
  5. Select the category for the original pleading the hearing is scheduled for (e.g., Motion to Avoid Lien, Motion for Relief, or an Objection to Claim) and click Next to continue. Do Not select the hearing or the order scheduling or continuing the hearing.
  6. Check the box for the correct event and click Next to continue.
  7. Modify the text as necessary and click Next to finish docketing the event.

